



LIBRARY OF VIRGINIA

STACKS TECHNICIAN POSITION

Position #00045 (Full-Time), Pay Band 2

Administrative and Office Specialist II; 19012

Salary Range: \$32,000 to \$35,000 (commensurate with experience)

Open to General Public

Open Until Filled

The Library of Virginia, the archival agency for the Commonwealth of Virginia, is seeking a Stacks Technician. The selected candidate will perform stacks functions associated with retrieval, re-shelving, shifting, and shelf reading of archival and library materials in an accurate, timely, and precise manner. This position also provides support to the Reference Desk by assisting patrons and various customer service-centric functions including patron registration, photocopying, and processing payments of fines. This position will require interaction with a number of other areas of the Library and the successful candidate will be able to develop positive relationships with others and provide excellent customer service to both internal and external customers.

The Library of Virginia is an equal opportunity employer and is committed to hiring a diverse and inclusive workforce that is reflective of the Commonwealth of Virginia. To be successful in this position, in addition to the qualifications listed, you will need to value working for an agency that fosters a diverse, open, inclusive, team-oriented work environment. All qualified applicants are afforded equal opportunities without regard to race, sex, color, national origin, religion, sexual orientation, gender identity, age, veteran status, political affiliation, genetics, or disability (except where physical requirements are a bona fide occupational qualification). Minorities, individuals with disabilities, veterans, and people with National Service experience are encouraged to apply.

BENEFITS

The Library of Virginia offers a strong benefits package complete with 12 paid holidays, annual leave, family and personal leave, paid sick leave, parental leave, short- and long-term disability, retirement, deferred compensation, and much more.

Qualified state employees may be eligible for student loan forgiveness through the Federal Public Service Loan Forgiveness Program (PSLF). As a full-time employee with the Library of Virginia, you may be able to take advantage of this program! Visit the Public Service Loan Forgiveness Program site at <https://studentaid.ed.gov/sa/repay-loans/forgiveness-cancellation/public-service> for more information including eligibility requirements.

CORE RESPONSIBILITIES

- 35% - Locate Materials
- 25% - Maintains Order of Stacks Collection and Reading Rooms
- 15% - Sorts and Shelves Materials
- 15% - Provides Support Services
- 10% - Tracks Missing Materials

REQUIRED QUALIFICATIONS

- High School Diploma or G.E.D. equivalent;
- Basic knowledge of library and/or archives terminology;
- Basic knowledge of and experience with computer operations;
- Excellent customer service skills;
- Ability to interpret oral and written instructions;
- Ability to understand and follow established procedures;
- Ability to do detailed work accurately;
- Ability to work with Staff and the public and communicate effectively;
- Ability to work effectively, both independently, and as a team member;
- Ability to lift and move volumes, boxes, and other containers weighing 30 to 40 pounds each;
- Ability to work in a closed stacks environment with a year-round temperature of 68° F; and
- Ability to work a rotating Saturday schedule.

PREFERRED QUALIFICATIONS

- College courses in history and/or library science;
- Some knowledge of archival theory and practices;
- Knowledge of and experience with Library of Congress (LC) and/or the Superintendent of Documents (SuDocs) classification schemes;
- Experience using an integrated library system, such as ALMA;
- Experience using an inventory reporting and tracking system, such as InfoLinx; and
- Previous related experience in a library, archives, or records storage facility.

An equivalent combination of education, training, and experience may substitute for educational requirements.

APPLICATION INSTRUCTIONS

To apply, candidates must submit a completed Virginia state employment application online at [Stacks Technician - Richmond, Virginia, United States](#) for position #00045. **This position is open until filled. Applications will be accepted until a suitable pool of candidates is received. After 5 business days, this position may be closed at any time.** Questions should be directed to humanresources@lva.virginia.gov. Please visit our website at www.lva.virginia.gov for additional information about the agency.

Fax, e-mail or mail applications will not be accepted. The online state application must contain all required information and fully respond to questions to be considered for this job opportunity. For assistance or computer access, please visit your local Virginia Employment Office or contact humanresources@lva.virginia.gov.

In support of the Commonwealth's commitment to inclusion, we are encouraging individuals with disabilities to apply through the Commonwealth Alternative Hiring Process. To be considered for this opportunity, applicants will need to provide their Certificate of Disability (COD) provided by a Vocational Rehabilitation Counselor within the Department for Aging & Rehabilitative Services (DARS), or the Department for the Blind & Vision Impaired (DBVI). Veterans are encouraged to answer Veteran status questions and submit their disability documentation, if applicable, to DARS/DBVI to get their Certificate of Disability. If you need to get a Certificate of Disability, use this link: <https://www.vadars.org/drs/cpid/PWContact.aspx>, or call DARS at 800- 552-5019, or DBVI at 800-622-2155.

In compliance with the Americans with Disabilities Act (ADA), the Library of Virginia will provide, if requested, reasonable accommodations to applicants in order to provide access to the application and/or interview process. If you require accommodations, please contact the Office of Human Resources at humanresources@lva.virginia.gov. **An EEO/AA/ADA Employer**

SPECIAL REQUIREMENTS

The Library of Virginia will record information from each new employee's Form I-9 (Employment Eligibility Verification) into the Federal E-Verify system to confirm identity and work authorization.

Sponsorship will not be provided for this position now or in the future. Confirmation of eligibility to work will be required at time of hire.

The selected candidate must successfully pass a criminal background check. A record of criminal history does not automatically bar an applicant from consideration.

Employment verification and reference checks, to include current/previous supervisors, will be conducted.

Questions should be directed to the Office of Human Resources at (804) 692-3582 or humanresources@lva.virginia.gov. Please visit our website at <http://www.lva.virginia.gov> for additional information about the agency.